

# County of Los Angeles

## Productivity Managers' Network

### General Meeting and Training Virtual Meeting November 3, 2021, 9:30 a.m.

The General Meeting and Training of the Productivity Managers' Network (PMN or Network) was held virtually on Wednesday, November 3, 2021. Over 35 Productivity Managers (Managers), Commissioners Nichelle Henderson and Scott Palmer (Commission Liaisons to the PMN), and Commission staff attended the quarterly meeting. **Arman Deapanian**, PMN Chair, Department of Children and Family Services, and **Commissioner Scott Palmer** welcomed Managers to the last meeting of the year.

#### Meeting Agenda



*Arman Deapanian, Chair  
Productivity Managers' Network*

#### Welcome Remarks and PMN Updates

**Arman Deapanian** welcomed Managers to the virtual meeting. He stated that as he winds down his term as Chair of the Network, he wanted to thank his fellow colleagues on the PMN Executive Committee and the entire Network for all their support. It has been an honor for him to serve as Chair this past year. He also thanked Managers for their participation throughout the year and their support of the Commission's programs. In addition, he announced the following:

- He informed Managers of a new e-Learning Transgender Awareness Training. The link to the training is available at: [Transgender Awareness: Working With Constituents & Colleagues \(csod.com\)](https://csod.com) or by typing any major part of the course title in the Learning Link search feature.
- A New Managers' Orientation will be held on November 4, 2021 at 10:00 a.m. He encouraged newly appointed Managers to participate in the orientation. This is a great opportunity for Managers to learn about the Commission's programs, the Network, and the role of Productivity Manager in their respective department.
- He reminded Managers that 1) votes for the 2022 Slate of Officers for the PMN Executive Committee and 2) the survey on whether to have the December 1, 2021 PMN Holiday Reception virtually via Zoom or in-person at the San Antonio Winery are due November 3, 2021.
- He expressed thanks to the PIB Advisory Committee for their time, comments, and feedback to ensure proposals and presentations are ready for the PIB review and full Commission consideration. Likewise, he thanked the PMN members on the Department Visit and Leadership Conference ad hoc Committees. Their time and participation in planning the events are much appreciated.
- He conveyed his appreciation to Managers on this year's PQA. He appreciated their flexibility from the onset through the virtual show.

- Lastly, he reminded everyone that the PMN Holiday reception is scheduled for December 1, 2021. He hopes to see everyone one more time before saying goodbye to 2021 and usher in 2022.

## **2021 Commission Announcements**

**Commissioner Scott Palmer** provided the following Commission updates/announcements:

- On behalf of the Commissioners, he thanked Productivity Managers for all their assistance in making the PQA such a success. From evaluating the proposals, coordinating Top Ten site visits, organizing from a hybrid to a full virtual event, and arranging the pick-up of plaques and certificates, the Commission could not have done it without them. Commissioners can't thank Managers enough for all their efforts!
- The Commission is in the process of electing new officers for the coming year. The PMN Chair will announce the new Commission Officers at the first General Meeting and Training in 2022. Meanwhile, Commission staff will be sending the Network a list of Ad Hoc Committees for Managers to review. If anyone is interested in serving on an Ad Hoc Committee, please fill it out the form and turn it back in. The Commission truly values Managers' participation and feedback when they serve on a Committee.
- Commissioner Evelyn Gutierrez, who has been a Commissioner for 18 years, announced her resignation effective October 31, 2021. Commissioners and staff will miss her valuable knowledge of the County and Commission. Commissioner Gutierrez was very passionate about the PQA, serving as PQA-QPC Chair from 2013-2018. She really enjoyed bringing her creativity to the table. She was also very generous, paying for most of the food purchased for the Evaluation at the Marina out of her pocket. She also paid for gifts awarded for Most Creative Title of PQA proposals. The gifts she purchased were very creative, making it a fun-filled day at the Marina. We wish Commissioner Gutierrez well in all future endeavors!
- Commissioner Palmer and Henderson have appreciated attending the General Meetings and Trainings throughout the year. They have learned a lot and appreciate the opportunity to work with each of the Managers. These past two years have been challenging, but Managers have made the Commission programs seamless.
- He Commissioner Palmer wished everyone a safe, healthy, and happy Holiday Season and hopes to see everyone at the Holiday Reception on December 1, 2021.



*Commissioner Scott Palmer  
Quality and Productivity Commission*



*Jackie T. Guevarra, Executive Director  
Quality and Productivity Commission*

## **Virtual Department Visit Presentation**

**Jackie T. Guevarra**, Executive Director, Quality and Productivity Commission, provided an informative presentation on Department Visits to assist Managers as they prepare for their respective Department Visit in the new year. Managers paid close attention as she explained what it takes to have a successful Department Visit. The PowerPoint presentation provided a clear roadmap for both in-person and virtual visits, which will be invaluable to Productivity Managers who have not been through a Department Visit.

Department Visits occur every two years and provide an opportunity for Commissioners to meet with Department Heads and their executive teams and to highlight the Commission's efforts and commitment to assist all County Departments with their productivity, quality and efficiency efforts. It also provides an opportunity for County departments to showcase their best trends, accomplishments, innovative programs, and best practices. More importantly, it is an opportunity for departments to speak about their challenges and opportunities to work with the Commission.

## Power Point Presentation

### Team Building Training

**Damien Scott**, Human Resource Analyst IV, Department of Human Resources, gave an informative presentation on "Team Building." As the County begins to navigate back into the workplace, the training was very relevant and welcomed. Managers enjoyed learning about team assessments, building teams as a leader, decision making in teams, stages of team building, and team accountability. They especially enjoyed Damien's sports analogies to better understand a concept he was trying to convey. It was an excellent presentation that Managers can take back to their respective departments.



## PowerPoint Presentation

### Election of 2022 PMN Executive Committee



**Maria Rivera**, Productivity Manager, Public Social Services, and Chair of the 2021 PMN Nominating Committee, thanked her fellow Nominating Committee members: Hsiao-Ching Chen (Regional Planning), Catherine Mak, (Public Health), and Stephanie Maxberry, (Workforce Development, Aging and Community Services) for their assistance this year.

The role of the Nominating Committee is to annually select nominees for the Offices of the Productivity Managers' Network. The Committee met on October 4, 2021 and came up with a list of nominees for the PMN to consider. Extension of the Chair and Vice Chair terms were made due to the continuation of the COVID-19 pandemic.

An email was sent out by Commission staff to the Network for the annual election process. The nominations are due by November 3, 2021 at 5:00 p.m. Managers were instructed to check the box at the bottom of the form to approve the slate or to write-in a candidate and email their request back to Commission staff. The votes will be tallied up and the

2022 Executive Committee members will be announced at the Holiday reception on December 1, 2021.

**Raffle Winners**

**Laura Perez**, Program Manager, Quality and Productivity Commission, announced the two raffle winners. Congratulations to Monica Moreno from the Sheriff's Department and Nicolette Taylor from the Department of Beaches and Harbors! Starbucks gift cards will be mailed to each of them.

